

**miPASS Mobile – Admin User Manual**  
DN 01022/001 - 03/2024

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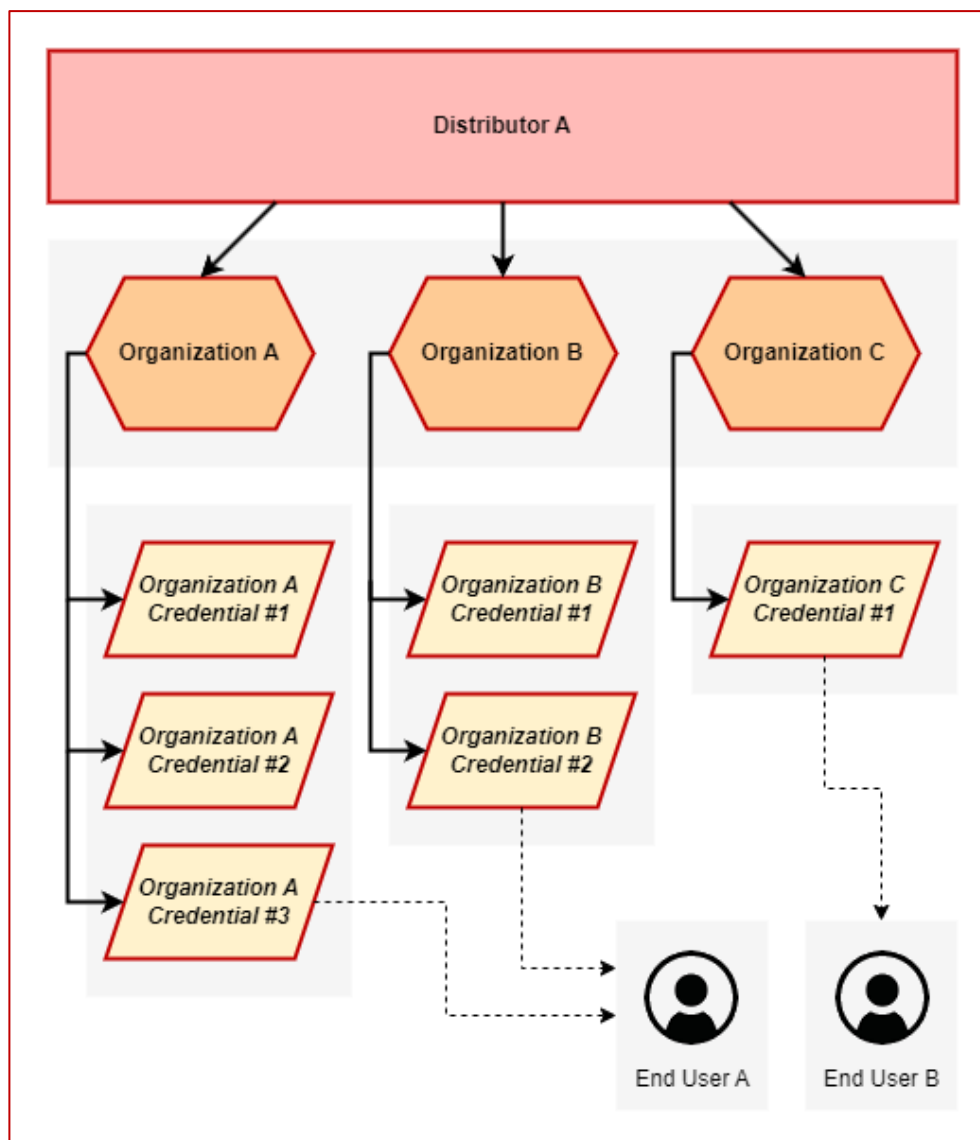
## 1.0 Getting Started

### 1.1 Introduction

The miPASS Mobile Admin Portal allows a distributor to manage credentials for their downstream organizations. An organization is a location or multiple locations with a single pool of credentials.

In the example given below, Distributor A oversees three different Organizations. Each of these organizations has issued various credentials. End User A has received credentials from both Organization A and Organization B, granting them mobile access to these two organizations. Conversely, End User C has been issued a credential solely by Organization C, limiting their access to just this one organization.

Credentials do not work across multiple organizations; an end user must be issued a unique credential for each organization they require access to. Refer to the miPASS Mobile User Guide for what an end user should do once they have received their credential.

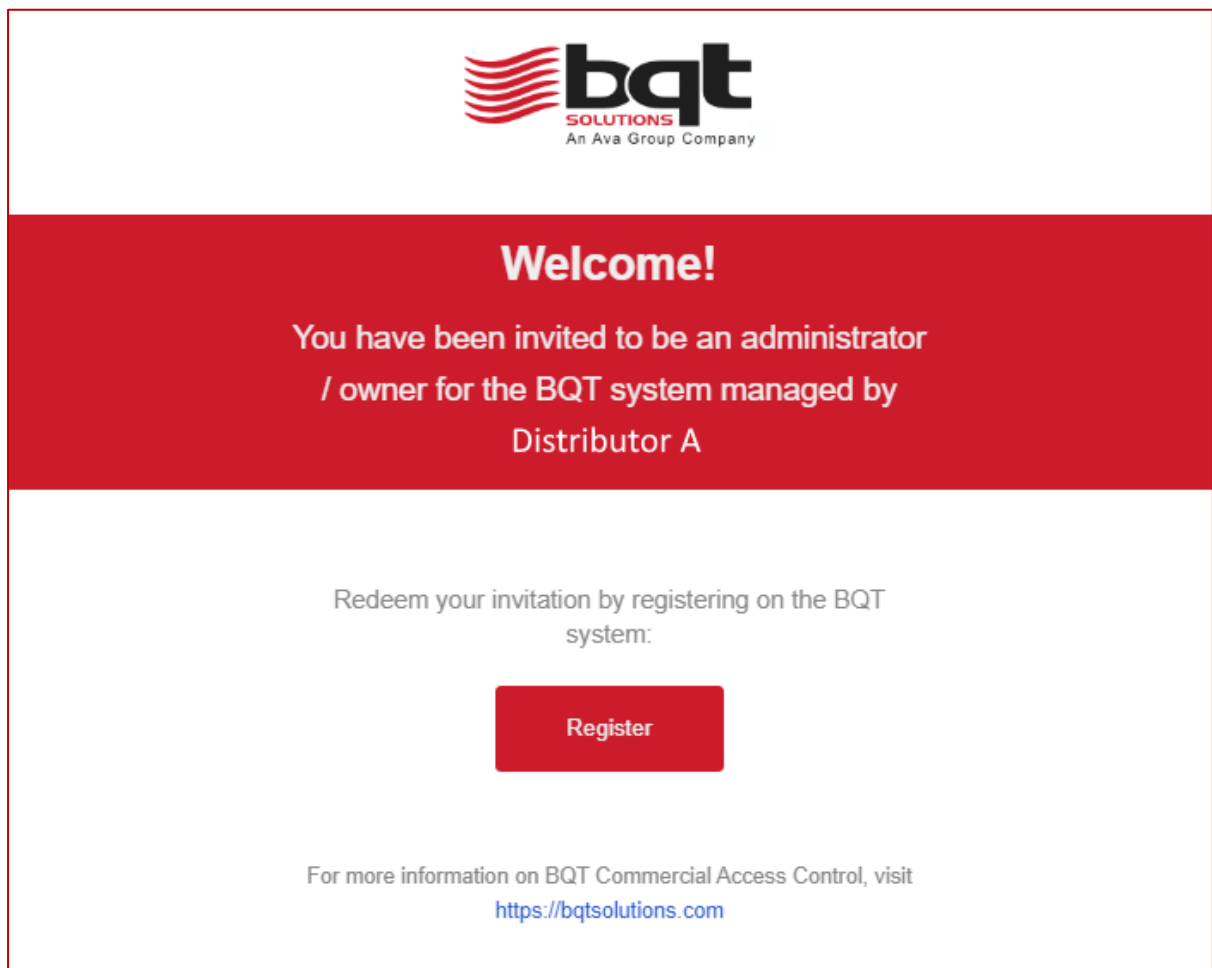


## 1.2 Setting Up a New Distributor Portal

**Before you can create an admin account, a distributor portal must be created. This can only be done by BQT Solutions, so you will first need to communicate on a commercial level to organise this.**

Nominate a person to have admin control over the new distributor portal, by providing their email address to BQT Solutions. BQT Solutions will send an email inviting the nominated person to be a full admin of the new distributor portal.

The email will provide a link for the nominated person to either login to an existing account or register a new account, see sections 1.4 and 1.5. Once registered and logged in, you can accept the invite.

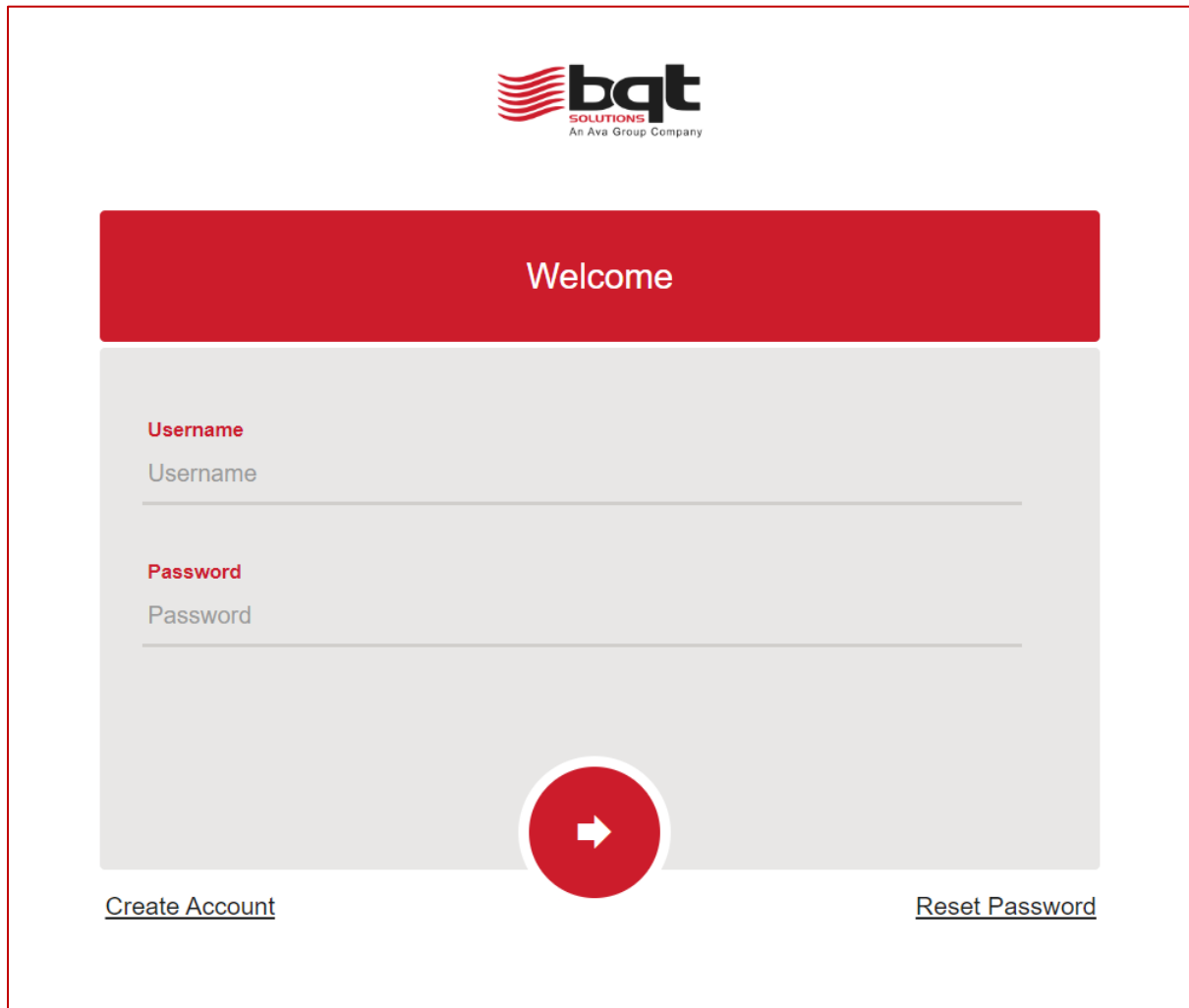


## 1.3 Admin Portal Web Address

To access the web portal, please use the following address.

**<https://mobile.bqtsolutions.com/>**

## 1.4 Login Screen



**bqt**  
SOLUTIONS  
An Ava Group Company

Welcome

**Username**  
Username

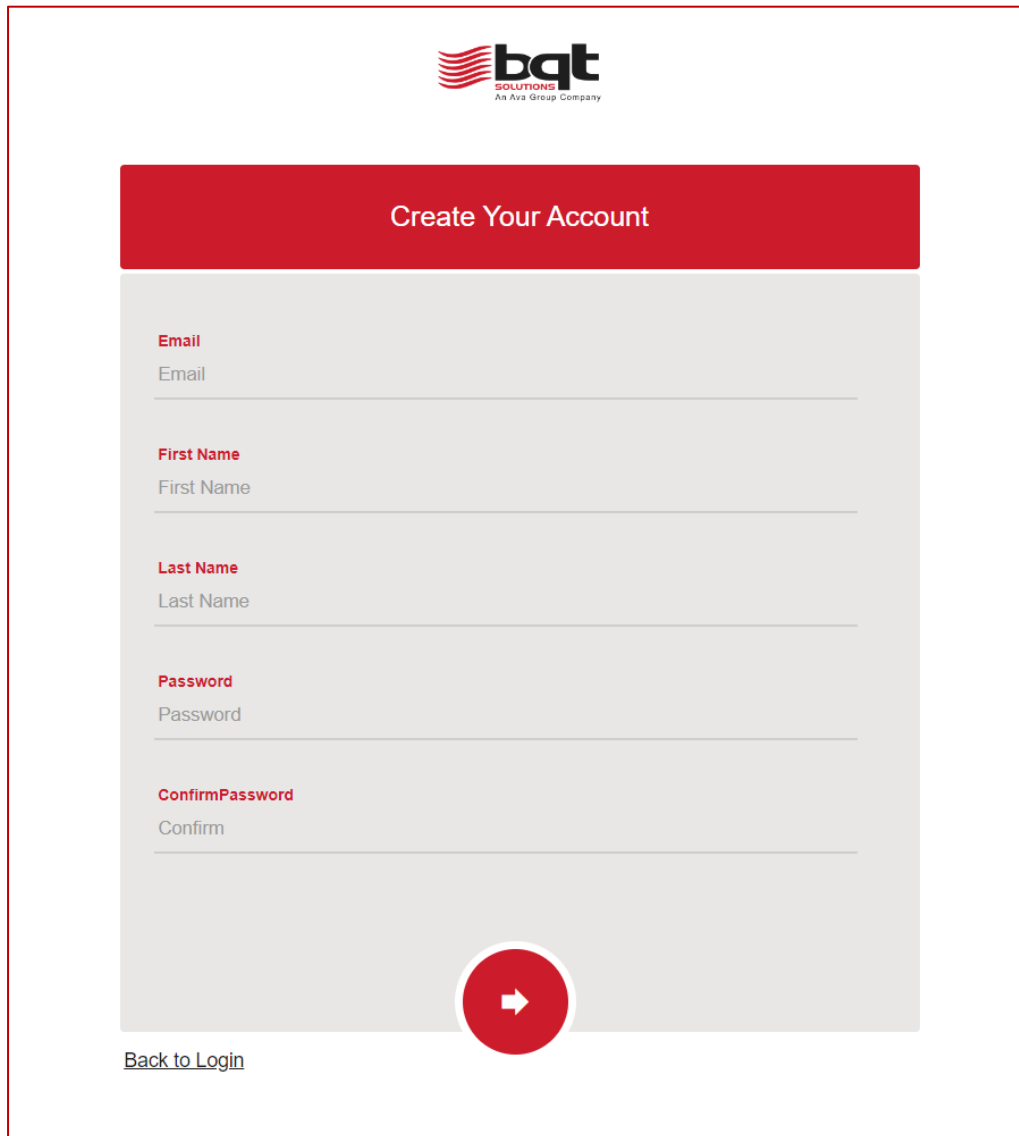
**Password**  
Password

[Create Account](#) [Reset Password](#)

### Page Elements

- **Username**  
*Enter your username, this will be your email address used during account creation.*
- **Password**  
*Enter your password, this will be the password used during account creation.*
- **Create Account**  
*Click to go to create your account page.*
- **Reset Password**  
*Click to go to reset password page.*

## 1.5 Create Your Account



**Create Your Account**

**Email**  
Email

**First Name**  
First Name

**Last Name**  
Last Name

**Password**  
Password

**Confirm Password**  
Confirm

[Back to Login](#)

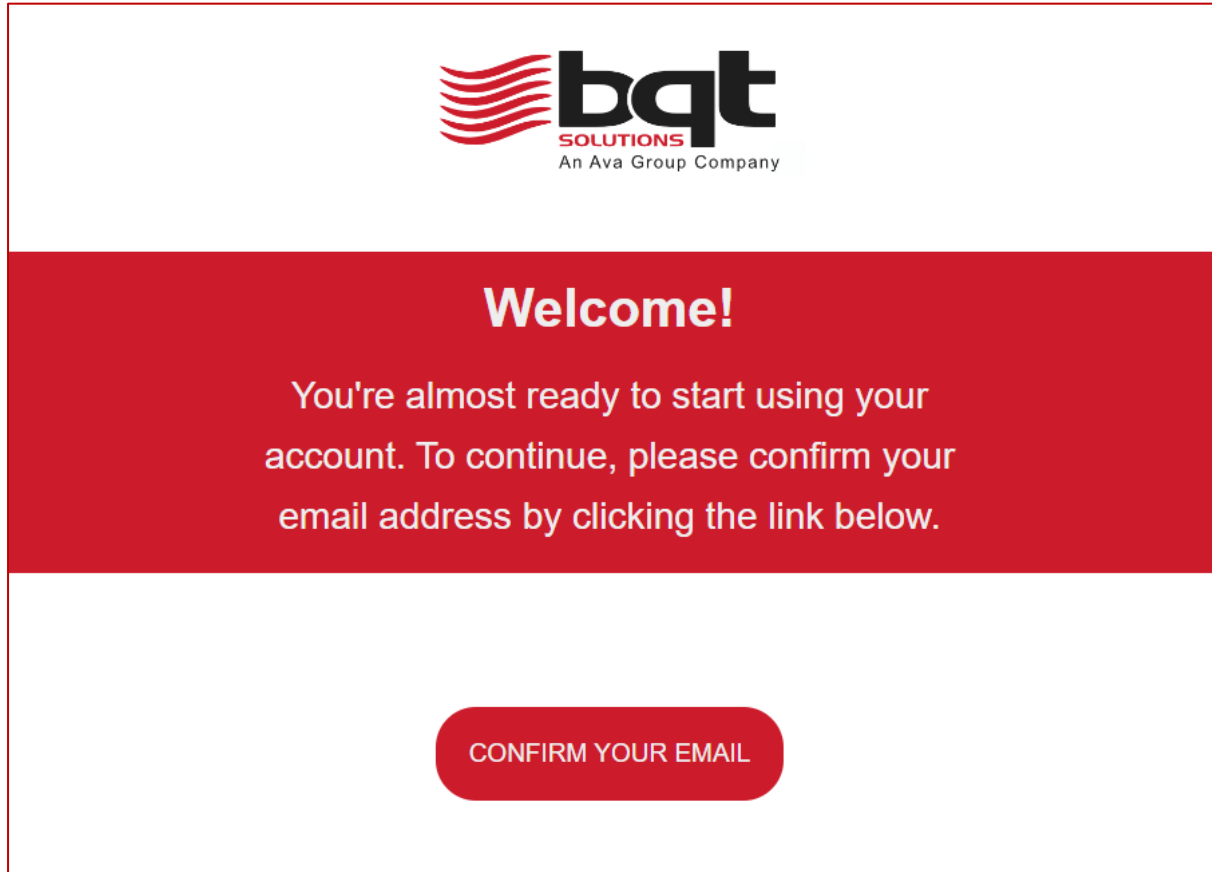
### Page Elements

- **Email**  
*Enter the email address for your account, this will act as your username.*
- **First Name**  
*Enter your first name.*
- **Last Name**  
*Enter your surname.*
- **Password**  
*Enter a unique password, do not share this password.*
- **Confirm Password**  
*Re-enter the same password.*

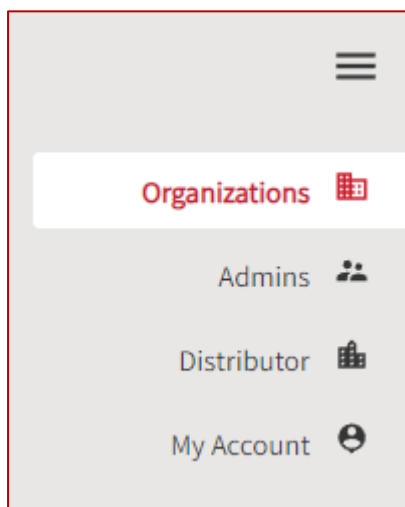
## 1.6 Verify Your Account

When you first register for your account, you will receive a confirmation via your email client. The email received will provide a link to “Confirm Your Email”, click to proceed.

You can now return to the login screen, log into your account, and view the distributor portal.



## 1.7 Navigation Sidebar

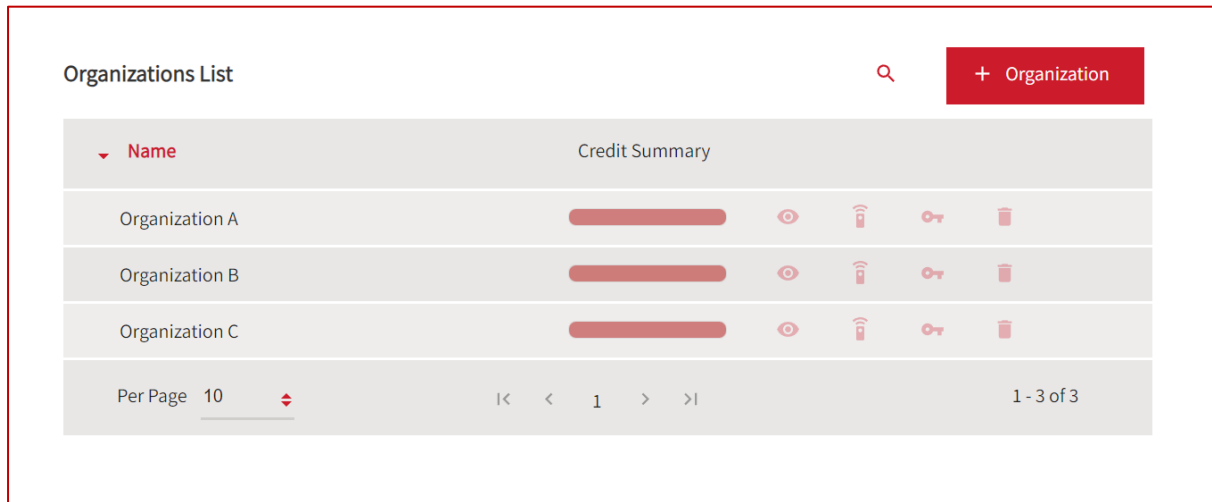


### Sidebar Shortcuts











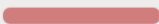




- **Hamburger Icon**  
*Click this to show/hide the navigation side bar.*
- **Organizations**  
*Click to go to the Organizations page, see 2.0 Organizations.*
- **Admins**  
*Click to go to the Admins page, see 4.0 Admins.*
- **Distributor**  
*Click to go to the Distributor page, see 5.0 Distributor.*
- **My Account**  
*Click to go to the My Account page, see 6.0 My Account.*

## 2.0 Organizations





### 2.1 Organizations List



The screenshot shows a web interface for managing organizations. At the top left is the title "Organizations List" and a search icon. At the top right is a red button labeled "+ Organization". Below this is a table with two columns: "Name" and "Credit Summary". The table contains three rows for "Organization A", "Organization B", and "Organization C". Each row has a red progress bar in the "Credit Summary" column and four icons: an eye, a reader, a key, and a trash can. At the bottom of the table is a pagination control showing "Per Page 10", navigation arrows, the page number "1", and "1 - 3 of 3".

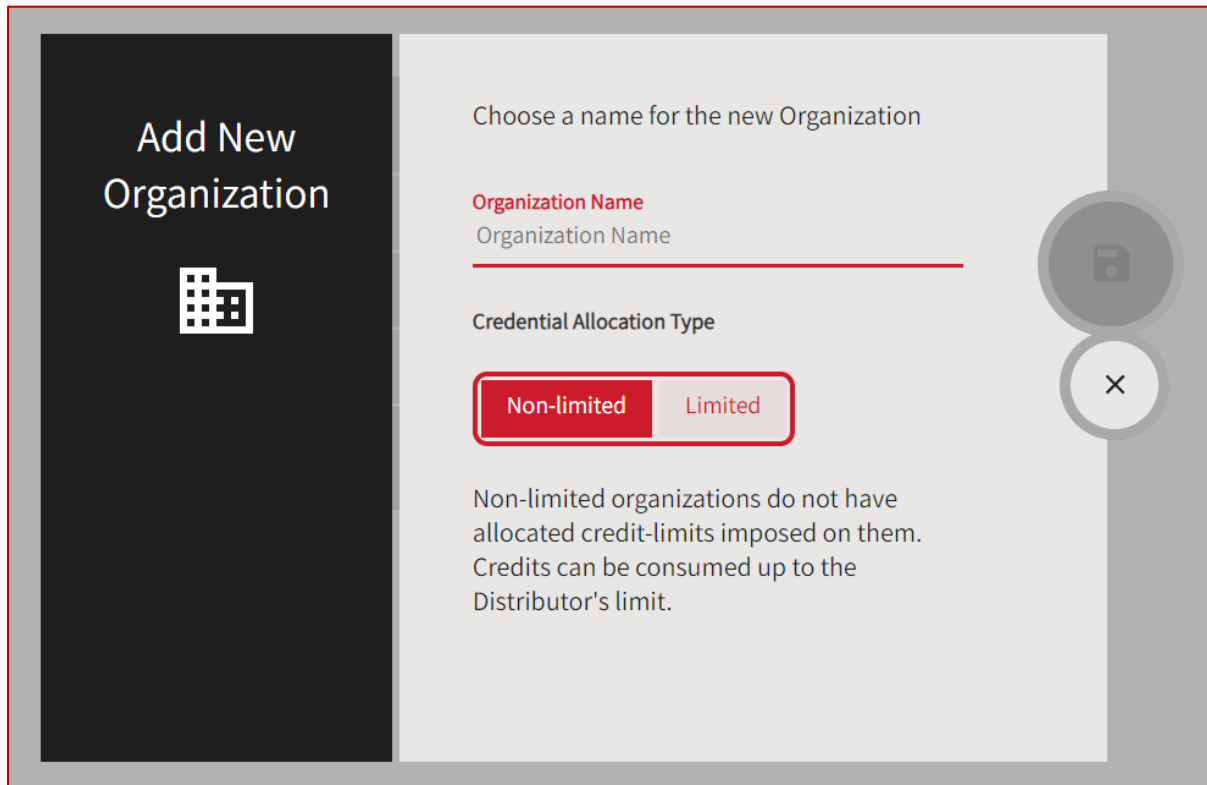
Name	Credit Summary
Organization A	    
Organization B	    
Organization C	    

#### Page Elements

- **+ Organization**  
*Click this to open the Add New Organization dialog, see 2.2 Add New Organization.*
- **Name**  
*List of all organizations already added to the portal.*
- **Credit Summary**  
*Shows the number of credits used out of all available credits, for the listed organization.*
-  **View**  
*Opens the organization details for the listed organization, see 2.3 Organization Details.*
-  **View Readers**  
*Opens the list of enrolled readers for the listed organization, see 2.4 Organization Readers.*
-  **View Credentials**  
*Opens the list of issued credentials for the listed organization, see 2.5 Organization Credentials.*
-  **Remove Organization**  
*Opens option to remove organization from list, this cannot be undone.*



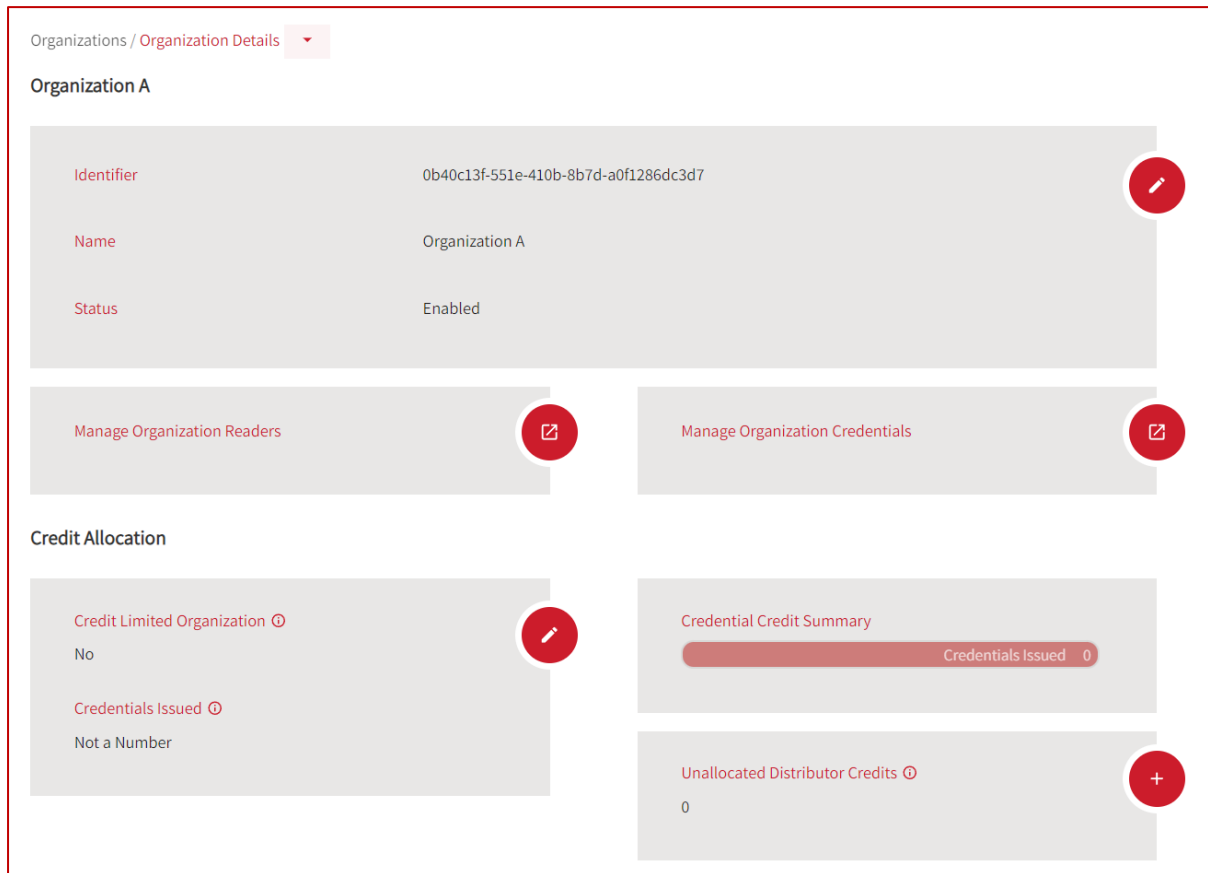
## 2.2 Add New Organization



### Add New Organization Dialog

- **Organization Name**  
*Provide a meaningful name for the organization being added.*
- **Credential Allocation Type**
  - **Non-Limited**  
*Admins will have access to the distributors pool of credits when issuing credentials for this organization. This is recommended when the organization is being directly managed by the distributor, or the organization is trusted with all of the distributor's available credits.*
  - **Limited**  
*Admins will only be able to issue credentials up to this set credit limit for this organization. This is recommended when the organization has been set up to purchase credits from the distributor, the distributor can then up the credit limit by the number of credits purchased at any time. The organization cannot exceed this limit when issuing credentials.*

## 2.3 Organization Details



The screenshot shows the 'Organization Details' page for 'Organization A'. At the top, there is a breadcrumb 'Organizations / Organization Details' with a dropdown arrow. Below this, the organization name 'Organization A' is displayed. A table lists three details: 'Identifier' (0b40c13f-551e-410b-8b7d-a0f1286dc3d7), 'Name' (Organization A), and 'Status' (Enabled). Each row has a red circular edit icon. Below the table are two buttons: 'Manage Organization Readers' and 'Manage Organization Credentials', each with a red circular edit icon. The 'Credit Allocation' section contains four items: 'Credit Limited Organization' (No) with an edit icon, 'Credentials Issued' (Not a Number) with an edit icon, 'Credential Credit Summary' (Credentials Issued: 0) with a red progress bar, and 'Unallocated Distributor Credits' (0) with a red circular plus icon.

### Page Elements

- **Organization Details**  
*Unique identifier, name, and status. Allow editing of name and status.*
- **Manage Organization Readers**  
*Click to view readers enrolled to the organization, see 2.4 Organization Readers.*
- **Manage Organization Credentials**  
*Click to view credentials issued for the organization, see 2.5 Organization Credentials.*
- **Credit Allocation**
  - **Credit Limited Organization**  
*Shows whether organization has a credit limit and provides link to edit.*
  - **Credentials Issued**  
*Shows the number of credentials issued used by the organization.*
  - **Credential Credit Summary**  
*Shows the number of credits used out of the organization's available credits.*
  - **Unallocated Distributor Credits**  
*Shows the number of unallocated distributors credits and provides link to get more.  
For information on credits, see 3.0 Credits.*

## 2.4 Organization Readers

Organizations / Organization Readers + Enroll Readers

Readers List - Organization A 🔍

Name	Serial Number	Version	Status	Upgrade Version	
Reader A	N/A	1.10.99	✓	1.10.99	👁️ 🗑️

Per Page 10 1 - 1 of 1

### Page Elements

- **+ Enroll Readers**  
*At time of writing, this method will not work to add readers, you must use the miPASS Mobile app.*
- **Name**  
*List of all readers enrolled to the organization.*
- **Serial Number**  
*At time of writing, serial numbers will not be shown.*
- **Version**  
*Shows the current firmware version of the listed reader.*
- **Status**  
*If the listed reader has latest firmware, a tick will be shown, else will show an alert symbol.*
- **Upgrade Version**  
*Shows the latest firmware version available to the listed reader.*
- **👁️ View**  
*Opens the reader details for the listed reader.*
- **🗑️ Remove Reader**  
*Opens option to remove reader from list, this cannot be undone.*

## 2.5 Organization Credentials

Organizations / Organization Credentials ▾

**Credential Summary**





Credentials Issued ⓘ

3

Available Credits ⓘ



7

**Credentials List - Organization A** 🔍 + Credential

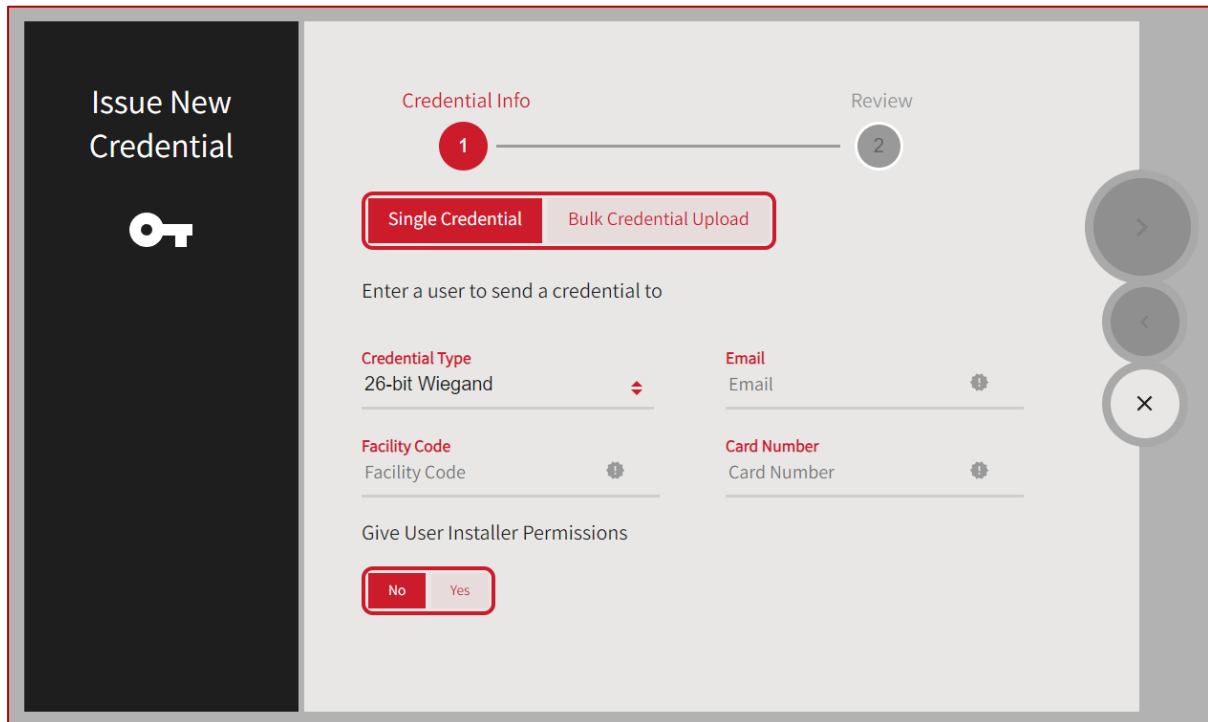
▾ Email	Facility	Card Number	Format	Status		
installer+a@bqtsolutions.com	123	45677	26-bit Wiegand	Enabled		
user+a@bqtsolutions.com	123	45678	26-bit Wiegand	Enabled		
user+b@bqtsolutions.com	123	45679	26-bit Wiegand	Enabled		

Per Page 10 ▾ |< < 1 > >| 1 - 3 of 3

### Page Elements

- **Credentials Issued**  
*Shows number of credentials issued for the organization.*
- **Available Credits**  
*Shows number of remaining credits available to the organization to issue credits with.*
- **+ Credential**  
*Click this to open the Issue New Credential dialog, see 2.6 Issue New Credential.*
- **Credentials List**
  - **Email**  
*List all emails that have had credentials issued to them.*
  - **Facility and Card Number**  
*Shows the card number and facility code (if applicable) for the credential data.*
  - **Format**  
*Shows the format chosen for the credential data.*
  - **Status**  
*Shows whether the credentials are invited, enabled, disabled, or revoked.*
  -  **Installer Permission**  
*Shows whether this credential has installer permission.*
  -  **Options**  
*Provides credential options to copy, disable, revoke, or set installer permissions.*

## 2.6 Issue New Credential



### Issue New Credential Dialog

- **Single Credential**  
*Issue a single credential to one email address.*
- **Bulk Credential Upload**  
*Allow uploading of a CSV file to issue credentials of any format to multiple emails.*
- **Credential Type**  
*Choose a data format from the drop down, select Custom for RAW data entry.*
- **Email**  
*Enter the credential recipients email address.*
- **Facility Code**  
*Enter the facility code for the credential data, for relevant credential types.*
- **Card Number**  
*Enter the card number for the credential data, for relevant credential types.*
- **Credential Data Bit Length**  
*Enter length of custom data in bits.*
- **Credential Data (Hex)**  
*Enter custom data in Hex format (e.g., 0x1A2B3C).*
- **Credential Data (Binary - Preview)**  
*Show the binary output for entered custom data.*
- **Installer Permissions**  
*Choose whether the credential will have installer permission or not. Refer to the miPASS Mobile Installer Guide for what an installer should do once they have received their installer credential.*

## 3.0 Credits

### 3.1 What are Credits?

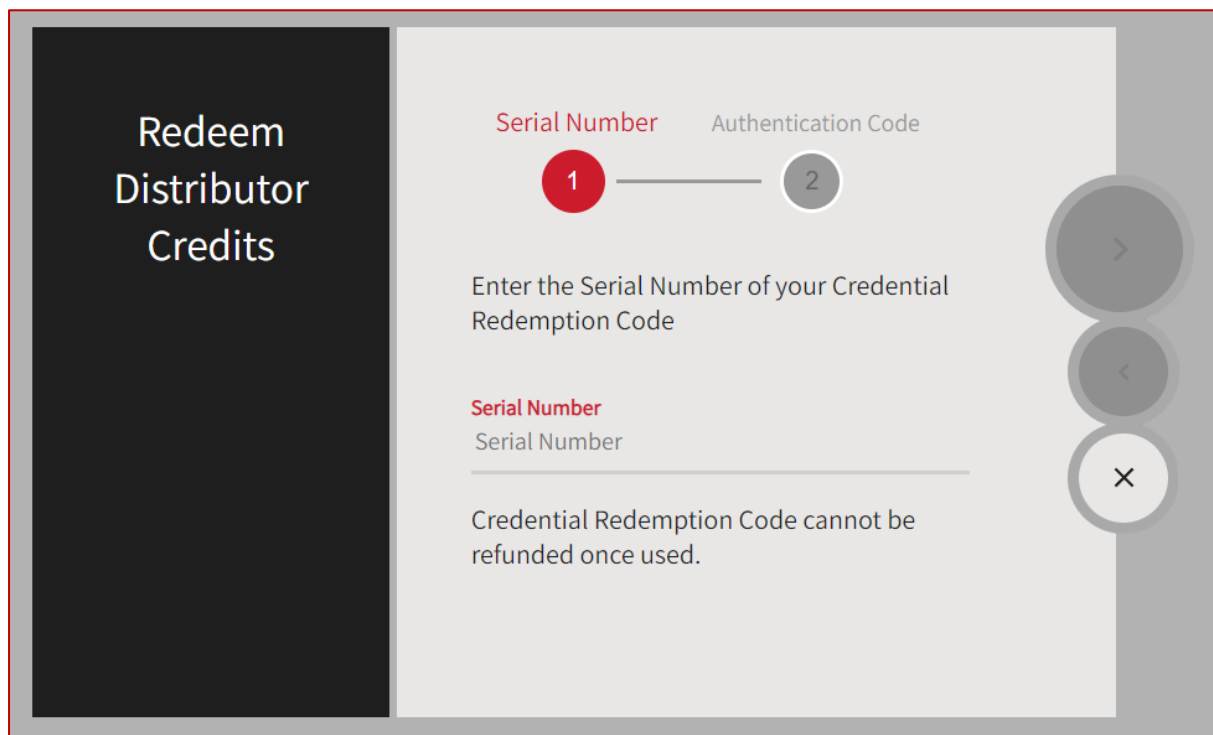
The administrator of a distributor portal will have the ability to purchase credits from BQT Solutions either directly or indirectly. These credits are what is used to issue credentials to users, where one credit is used to issue one credential.

When you purchase credits from BQT Solutions, you will receive an email to a nominated email address. This email will contain a Voucher for the number of credits purchased, with a Serial Number and Authentication Code, which will be entered into the distributor portal you would like to redeem credits to.

You can get to the Redeem Distributor Credits dialog by navigating to the Distributor page from the sidebar, then clicking the plus button on the credential credit summary section. Once redeemed these credits will be added to the pool of unallocated credits for that distributor.

Organisations can be set up to use the unallocated credits from the distributor, or they can be allocated a set amount of credits, this will act as a credit limit for that organization.

### 3.2 Redeem Distributor Credits



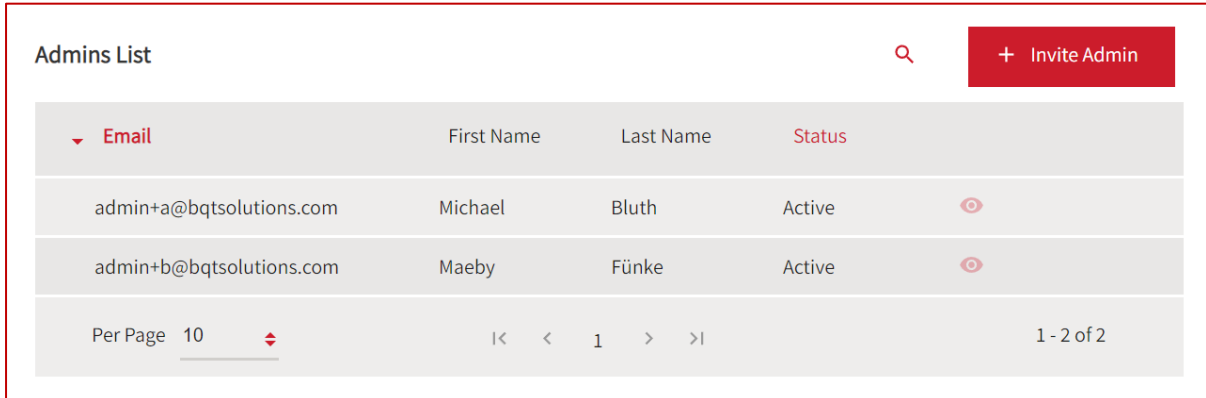
The screenshot shows a dialog box titled "Redeem Distributor Credits". On the left is a dark sidebar with the title in white. The main area is light gray and contains a two-step process: "1" (Serial Number) and "2" (Authentication Code). Below step 1 is a text input field with a red error message: "Credential Redemption Code cannot be refunded once used." On the right side of the dialog are three circular buttons: a right arrow, a left arrow, and a close button (X).

#### Redeem Distributor Credits Dialog

- **Serial Number**  
*When purchasing a voucher, the recipient will receive an email with serial number to enter here.*
- **Authentication Code**  
*The above email will also contain a unique authentication code, this should be entered here.*

## 4.0 Admins


### 4.1 Admins List



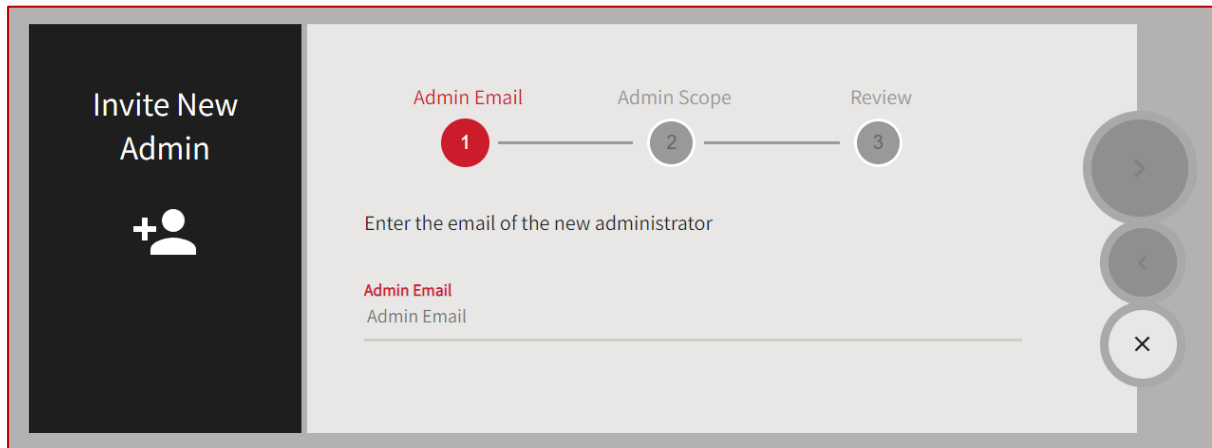
The screenshot shows a web interface for managing administrators. At the top left is the title 'Admins List'. To its right is a search icon and a red button labeled '+ Invite Admin'. Below this is a table with columns: 'Email', 'First Name', 'Last Name', and 'Status'. The table contains two rows of data. At the bottom of the table is a pagination control showing 'Per Page 10', navigation arrows, the page number '1', and '1 - 2 of 2'.

Email	First Name	Last Name	Status
admin+a@bqtsolutions.com	Michael	Bluth	Active
admin+b@bqtsolutions.com	Maeby	Fünke	Active

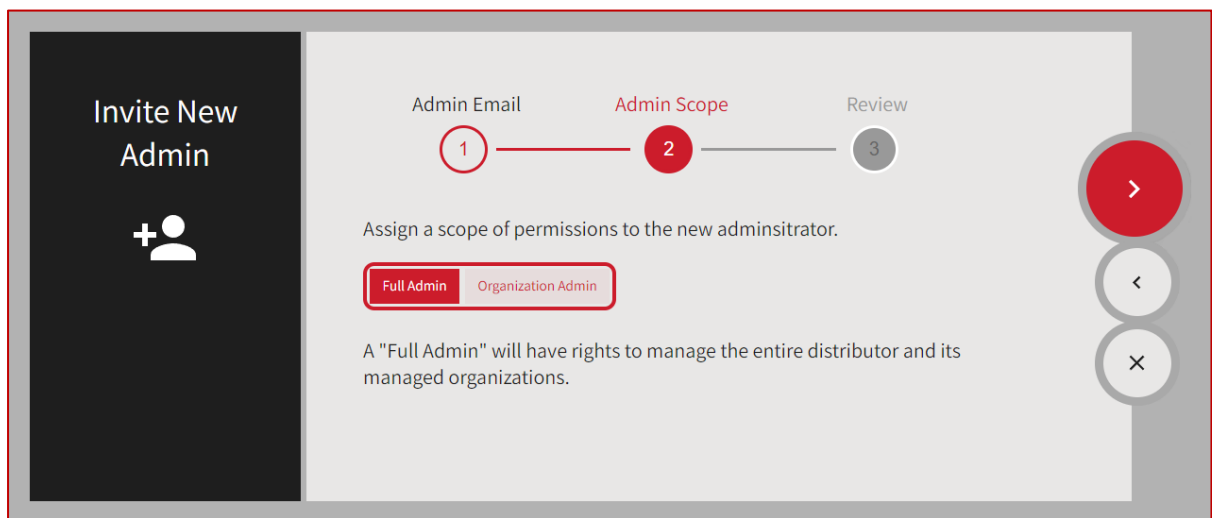
#### Page Elements

- **+ Invite Admin**  
*Click this to open the Invite New Admin dialog, see 4.2 Invite New Admin.*
- **Email**  
*List of all admin emails active or invited to the distributor portal.*
- **First Name**  
*First name of the listed admin.*
- **Last Name**  
*Last name of the listed admin.*
- **Status**  
*Shows if the listed admin has been invited or has accepted the invite and is now active.*
-  **View**  
*Opens the admin details for the listed admin.*

## 4.2 Invite New Admin



The screenshot shows the 'Invite New Admin' dialog in its first step, 'Admin Email'. On the left is a dark sidebar with the title 'Invite New Admin' and a white plus sign over a person icon. The main area has a light gray background. At the top, a progress indicator shows three steps: 'Admin Email' (1, highlighted in red), 'Admin Scope' (2), and 'Review' (3). Below the progress bar, the text reads 'Enter the email of the new administrator'. There is a text input field with the placeholder 'Admin Email' and a red label 'Admin Email' above it. On the right side, there are three circular navigation buttons: a right arrow (highlighted in red), a left arrow, and a close button (X).



The screenshot shows the 'Invite New Admin' dialog in its second step, 'Admin Scope'. The sidebar and progress indicator are the same as in the previous step. The progress indicator now highlights 'Admin Scope' (2) in red. The text reads 'Assign a scope of permissions to the new administrator.' Below this, there are two radio button options: 'Full Admin' (selected, highlighted in red) and 'Organization Admin'. A note below the options states: 'A "Full Admin" will have rights to manage the entire distributor and its managed organizations.' The navigation buttons on the right are the same, but the right arrow button is now highlighted in red.

### Invite New Admin Dialog

- **Admin Email**  
*Enter the email address of the new admin being invited.*
- **Admin Scope**
  - **Full Admin**  
*Provide this admin full access to the distributor portal. Admins with this scope can manage the distributor portal, create new organizations, manage all existing organizations, invite new admins, and issue credentials for all listed organizations.*
  - **Organization Admin**  
*Provide this admin access to only selected organizations. Admins with this scope will have access to only the organizations that were selected for them. For the organizations they have access to, they can manage existing readers and credentials, and issue new credentials.*



## 4.3 Admin Details

Admins / Admin Details

**Admin Details** Account Actions

First Name	Maebly
Last Name	Fünke
Email	admin+b@bqtsolutions.com
Status	Active

**Invitation**

Sent From Admin	admin+a@bqtsolutions.com
Available	01/02/2024

**Admin Scope**

Scope Level	Full Admin
-------------	------------

### Page Elements

- **Account Actions**  
*Shows option to edit the admin scope or remove the admin shown.*
- **Admin Details**  
*Show name, email address, and status of the admin shown.*
- **Invitation**  
*Show admin who sent the invite, and date invite was available.*
- **Admin Scope**  
*Shows the current admin scope of the admin shown and provides a link to edit.*

## 5.0 Distributor

### 5.1 Distributor Details

Distributor A

Credential Model ⓘ  
One-Time Purchase

Credential Credit Summary

0

■ Credentials Issued ■ Allocated Credits ■ Unallocated Credits

Distributor Contact Information

Name	Distributor A
Street Address Line 1	1 Lucille Lane
Street Address Line 2	Newport Coast
Zip Code	92606
State	California
Country	United States of America (USA)
Phone Number	123456789

#### Page Elements

- **Credential Model**  
*Shows the credential model used by the distributor. One-Time Purchase model use credits to purchase credentials, which once issued can be used for the lifetime of the device. Re-issuing or duplicating credentials will require additional credits.*
- **Credential Credit Summary**  
*Shows the number of credentials issued over all organizations, the number of credits allocated to all credit limited organizations, and the number of remaining unallocated credits. Also provides a link to get more credits, see 3.2 Redeem Distributor Credits.*
- **Distributor Contact Information**  
*Shows name, address, and phone number of the distributor. Also provides a button to edit these details.*

## 6.0 My Account


### 6.1 Profile

My Account / Profile

**My Account** Account Actions

First Name	Michael
Last Name	Bluth
Email	admin+a@bqtsolutions.com

**Sign-In Options**

Password Sign-In \*\*\*\*\* 

This is your current sign-in method

#### Page Elements

- **Account Actions**  
*Shows option to change your password.*
- **My Account**  
*Shows your name and email address.*
- **Sign-In Options**  
*Shows your current sign-in option, such as password, and provides a link to change password.*

### 6.2 3<sup>rd</sup> Party Sign-In Options

To log into your admin portal account using a 3<sup>rd</sup> party account or mechanism, follow specific advice for that 3<sup>rd</sup> party option. Once set up, information will be displayed on your profile page.

## 6.3 Other Settings

At the top of the page, on any page, you will find additional settings and links as follows.

- **Toggle Dark Mode**  
*Set the portal colour theme to light mode or dark mode using this button.*
- **Alert History**  
*Shows all alerts and notifications that have appeared in this session of portal use. These can be cleared by clicking the red cross.*
- **User Profile**  
Clicking your name in the top right corner of the page provides links to the My Account page as well as a link to Logout of the portal.